



City of Minneapolis CAREER OPPORTUNITIES BULLETIN WEEK of May 6, 2013

Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.

We are currently accepting applications for the following positions. Apply online at www.minneapolismn.gov/jobs. Further information can be obtained at the Human Resources Department, 250 South 4th Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

OPEN POSITIONS

Contract Compliance Officer - Exam #21174 - Salary Range: 23.10 – 32.20 hourly

There is currently one (1) full-time, non-exempt vacancy to be filled in the Contract Compliance Division of the Civil Rights Department. Incumbent must travel to various construction job sites. Primary Responsibilities: Conduct and lead others in conducting desk reviews, electronic payroll reviews, on site interviews, investigations, meetings and enforcement activities to ensure contractor compliance with Chapters 139 and 423 of the Minneapolis Code of Ordinances, the Davis Bacon Act, 40 USC, HUD Section 3 and other local and federal laws, rules and policies related to prevailing wage and equal employment opportunity within the geographic area of the City of Minneapolis. Qualifications: Bachelor's Degree in accounting, statistics, public administration, law, business administration, human relations, or a construction-related area with course work in equal opportunity and affirmative action history and legislation. Two (2) years of experience performing directly related duties in the Civil Rights field as well as experience with contracts, regulatory compliance, auditing/accounting, and project management. For this specific vacancy, experience in the Civil Rights field with specific focus in construction is highly desired. **Applications accepted through Friday, May 10, 2013.**

PeopleSoft Administrator DBE – Exam #20978 - Salary \$62,877 to \$86,539 Annual (Amended)

This position is in the ERP Division of the IT Department. The Database Engineer (PeopleSoft Administrator/PS Admin) provides IT services to the Human Resources, Finance and related City Departments. This position is responsible for Technical Administration related duties for multiple PeopleSoft environments. **Qualifications:** At least six (6) years of experience which have included application development and support; bachelor's degree in Computer Science, Management Information Systems or a closely related field. An equivalent combination of related education/experience may be considered. **Applications accepted until a sufficient number of applications have been received.**

Senior Internal Auditor– Exam #21180 - Salary \$59,740 to \$76,638 Annual

There is currently full-time, exempt vacancy to be filled in the Internal Audit Department. No travel required. Flexibility required. If needed, incumbent may work additional hours (approximately 10%, during some weekdays and/or weekends) to meet the needs of the job, accommodate clients, or meet deadlines. Primary Responsibilities: Lead and perform operational, compliance, financial statement, and/or system audits for City of Minneapolis Departments, Boards and Commissions. **Qualifications:** Five years of internal or external audit experience (performing the full scope of duties of an auditor). Preferred Experience: The following are not required, but preferred: Immediate prior experience with current audit procedures/techniques utilized; experience with and knowledge of data analysis software (ACL, IDEA, etc.) and audit management software (AutoAudit, TeamMate, etc.); government auditing, IT auditing, single audit experience, and public accounting experience with national or regional firm; Bachelor's Degree in Accounting, Finance or a closely related field; or equivalent. An equivalent combination of related education/experience may be considered. **Applications accepted through Friday, May 31, 2013.**

Supervisor Event Services – Supervisor III – Exam #2172 -Salary \$62,129 to \$72,891 Annual

There is currently one full-time, exempt vacancy to be filled in the Guest and Security Services Department of the Minneapolis Convention Center (MCC). This position requires working a flexible schedule including evenings, weekends and holidays as well as being available for emergency call back. The selected candidate will possess these six (6) City Job Success Factors: Customer Service, Functional/Technical Skills, Quality of Work, Productive Work Habits, Peer Relationships, and Self-Knowledge. Primary Responsibilities: This position supervises the day-to-day activities of the Guest Services area and assists with coordination with other departments, agencies and clients to ensure that the contractual requirements of MCC and its clients are met and that services are provided in an efficient, effective, and timely manner. It is responsible for assisting in the management and oversight of operational activities (e.g., guest services, concierge, crowd control, ticket taking) within MCC's Guest & Security Services department. Work includes substantive involvement in related administrative functions (e.g., the development of related program standards; and diverse recordkeeping). Under the direction of the MCC Guest & Security Services Manager, this position calls for great attention to detail, independent judgment, coordination of multiple tasks at a time, collaboration with other convention center departments, and the oversight of ongoing operational services during extended hours of operations. This position requires a high standard of customer service. **Qualifications:** High school diploma and two years of full-time supervisory or managerial experience in the guest services function of a public assembly facility or equivalent experience in such areas as event coordination, event security, event set-up/changeover, event production and similar functions.

Applications accepted through May 6, 2013

The career possibilities are endless and personally rewarding. At the end of each day, you can reflect on the lives you have affected by working for a City department. You can take pride in having a part in making Minneapolis a great place to live and do business, while performing work that you love.